

MISSOURI DEPARTMENT OF CORRECTIONS

RECLASSIFICATION MANUAL

(RCA)

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PREFACE

This is the third revision of the Classification Users' Manual since its inception in January 1983. As originally designed, the Manual was intended to be a dynamic instrument reflective of this agency's classification needs as they evolve. Recent changes in offender population trends, departmental needs and philosophical classification changes have mandated this procedural revision.

As in the past, it is the responsibility of the user to derive the most benefit from this Manual through the conscientious application of the classification principles contained within it. As corrections science and the needs of this Department continue to evolve, this Manual will adapt to that evolution and continue in pursuit of its intent to provide you with an equitable and pragmatic classification tool.

GOALS & OBJECTIVES

The goal of this Manual is to provide an objective, uniformed assessment of all offenders to ensure appropriate supervision and consistent treatment. This end is guided by four objectives:

- The classification system must provide for the fair and just assignment of offenders by using standardized, unbiased instruments of classification similarly applied throughout the Department.
- The classification system must identify individual client assets and liabilities to effect a diagnosis for treatment and prognosis for institutional and community adjustment.
- The classification system must assist in the management of offenders by ensuring the timely assignment of offenders to the least restrictive confinement that is compatible with public and institutional safety.
- The classification system, through the timely, progressive

reclassification of offenders, must optimize the utilization of current facilities and programs and project future facility and program needs based upon aggregate offender assessments.

USE OF THE MANUAL

The Users' Manual will serve as a reference tool to classification users to assist in the following:

- Understanding the goals and objectives of classification;
- Informational base for classifying and assigning offenders;
- Understanding classification on a state-wide basis; and,
- Using the classification process to the advantage of the department, the offenders under the custody of the Department and the public.

CTA is responsible for annual review of the Classification Instrument. Staff will be kept informed of all policy and procedure changes wherein a uniformed interpretation and adherence will be maintained. Only Authorized Manual Users will be allowed to complete and sign RCA's. Furthermore, it is expected that Manual application is a requirement/component for Performance Expectations for staff required to use the classification system.

The Authorized Manual User is responsible for completing the Reclassification Analysis Summary Sheet, although responsibility for determining component scores does not necessarily belong to the Authorized Manual User or designee. Authority and responsibility for determining the component scores of the RCA is as follows:

(M) MEDICAL NEEDS SCORE: Medical Department

(MH) MENTAL HEALTH NEEDS SCORE: Authorized Manual User/Mental Health Services

(P) PUBLIC RISK NEEDS SCORE: Authorized Manual User

- (I) INSTITUTIONAL RISK SCORE:** Authorized Manual User
- (E) EDUCATIONAL NEEDS SCORE:** Education Department
- (V) VOCATIONAL SCORE:** Education Department

The Central Transfer Authority (CTA) is to be used as a reference in the event issues or questions arise regarding classification. CTA will act as the Department's authority on external classification.

RECLASSIFICATION ANALYSIS - (RCA)

Reclassification Analysis (RCA), like Initial Classification Analysis, provides the department with a means of scaling those considerations determined to be of major importance in the identification of the offender's institutional assignment and assignment to the institutional program. The results of the assessments performed are recorded on the RCA in the form of scores. The scores, in turn, indicate areas of concern of the department and provide the parameters upon which institutional assignments are made.

SCORING OVERVIEW

The RCA is comprised of those factors originally assessed at initial classification and indicated on the ICA. Life, health and safety concerns preempt all others in identifying that institution most ideally suited for the care and custody of the offender. Consequently, the components of the RCA are listed in order of priority. Thus, the first consideration to be made in determining an institutional assignment is that of the offender's medical needs, etc. The factor, among the first four, where the highest score is indicated represents the highest level of concern in assigning the offender to an institution and is the primary factor in determining institutional assignment. Where more than one institution has the resources available to address the primary factor, Authorized Manual Users then proceed to match the remaining factors with institutional resources to serve best

the needs of the offender. The primary factor will eliminate several institutions from consideration. The next highest concern then becomes the primary consideration and will further eliminate institutions from consideration until a best match is identified.

Reclassification shall include, but not be limited to, assessment in the following areas:

MEDICAL NEEDS (M): Based upon a scored assessment from a physician.

MENTAL HEALTH NEEDS (MH): Based on offender interview, file information, staff impressions and/or Qualified Mental Health Professional (QMHP).

PUBLIC RISK NEEDS (P): Based on file review and other pertinent data.

INSTITUTIONAL RISK NEEDS (I): Based on file review and other pertinent data.

EDUCATIONAL NEEDS (E): Based on educational evaluation.

VOCATIONAL NEEDS (V): Based on offender interview and vocational evaluation.

Each of the factors of the RCA are to be scored on a range of 1 to 5 with a score of 5 indicating the greatest need or risk and a score of 1 indicating the least need or risk.

In the following pages an RCA schedule will be shown and discussed. Each RCA component will be addressed, defined and explained in order of priority. In addition, instructions for scoring each component are also included. Immediately following the RCA component descriptions, the RCA Summary Sheet, which is the first sheet of the actual RCA instrument, will be addressed, defined and explained. Authorized Manual Users need to be fully aware of

institutional resources for purposes of assignment recommendations. The institutional transfer format will be the last document discussed in the RCA section.

➤ **RECLASSIFICATION SCHEDULES:** After assignment to an institution through Initial Classification Analysis (ICA), it is necessary that periodic reclassification be completed in order to ensure that the classification of each offender remains current. Routine reclassification, based on the offender's custody level, will follow the schedule below:

- Custody 5 - 1 year
- Custody 4 - 6 months
- Custody 3 - 6 months
- Custody 2 - 6 months
- Custody 1 - 6 months

Should case information change before a scheduled reclassification, the RCA **MUST** be revised indicating the change. In most cases this will be the result of conduct violations, establishment of presumptive parole dates, medical/mental health or educational/vocational changes. A summary sheet and/or corresponding score sheet must be completed and maintained in the classification file.

Case management responsibilities regarding changes in component scoring differs based upon whether or not the component change results in a change in the offender's custody level. The following guidelines will be followed:

➤ **CHANGES IN P-SCORE, I-SCORE or C-SCORE:** Whenever a change in P-Score, I-Score or custody level occurs, a new RCA Summary Sheet will be completed along with the P-Score and I-Score sheets. This information will be entered into the department's computerized information system (currently OP-II) and a chronological entry will be made. The next review date will be

commensurate with the offender's custody level. (See Reclassification Schedule above.)

➤ **CHANGES IN M-SCORE, MH-SCORE, E-SCORE, V-SCORES:** Whenever a change in a component score occurs which does not affect the P-Score, I-Score or custody score, a new RCA Summary Sheet will be completed, along with the supporting component sheet that is being revised. The change of component scoring will be entered into the department's computerized information system (currently OP-II) with the date of change noted. A chronological entry will be made noting the change; HOWEVER, the DATE of the **NEXT SCHEDULED REVIEW WILL NOT** be changed, thereby allowing the offender's P-Score, I-Score and C-Level to be reviewed. (See Reclassification Schedule above.)

RCA – MEDICAL (M) NEEDS			
Name:		Register Number:	Date of Birth:
INSTRUCTIONS: "X" appropriate level and enter M-Score			
M-5 Chronic Care/Skilled Care Needed			
<ul style="list-style-type: none"> ▪ 24 hour Transitional Care Unit (TCU) Assignment - This may be a temporary or permanent assignment. ▪ Schedule II narcotic necessary ▪ Unstable and/or non-compliant with treatment, diabetes, grand mal seizure, coronary artery disease, chronic obstructive pulmonary disease or other chronic problem ▪ Terminal illness 			
M-4 Limited Transitional Care Unit (TCU) Supervision Required			
<ul style="list-style-type: none"> ▪ 24 hour nursing staff availability ▪ 24 hour Transitional Care Unit (TCU) availability ▪ Schedule II narcotics necessary ▪ Grand mal seizure free for less than 1 year ▪ Moderate COPD, CAD, diabetes, asthma or other chronic problem 			
M-3 Clinical Supervision Required			
<ul style="list-style-type: none"> ▪ 24 hour nursing staff availability ▪ No Transitional Care Unit (TCU) but observation is available ▪ Grand mal seizure free for 1 year ▪ Moderate COPD, CAD, diabetes, asthma or other chronic problem for 1 year ▪ Schedule III medications necessary 			
M-2 Routine Sick Call			
<ul style="list-style-type: none"> ▪ 16 hour nursing staff availability ▪ Grand mal seizure free for greater than 1 year ▪ Stable COPD, CAD, diabetes, asthma or other chronic problem for 1 year ▪ On no controlled medications (Exception: medications for treatment of seizure disorder) ▪ No expected date of confinement/delivery date (EDC) within 5 months of arrival to the Missouri Department of Corrections 			
M-1 None			
<ul style="list-style-type: none"> ▪ No treatment needs ▪ No physical ailments or medical difficulties ▪ Not enrolled in a chronic care clinic 			
Restrictions/Special Needs			
(R) Restricted: Physical or transfer restrictions apply. Investigate before transfer. (Please "X" ALL restrictions that apply.)			
AMBULATORY		Unable to walk up or down stairs	Unable to walk more than _____ yards without assistance
		Unable to walk to meals or medical unit	Wheelchair requirements
PERCEPTUAL		Hearing impaired	Visually impaired and requires ambulatory assistance
HEALTH RELATED		High-risk pregnancy; ineligible for Community Release Center	Oxygenator or Continuous Positive Airway Passage (CPAP)
		Dialysis (must be placed @ MCC for males and WERDCC for females)	Unable to participate in physical training
		Respiratory isolation (contact statewide medical director for medical clearance): CRCC, ERDCC, FRDC, JCCC, NECC, SCCC, SECC, TCC, WERDCC, WRDCC	
(U) Unrestricted: No physical or transfer restrictions apply			
			M – SCORE
Comments: (Please note any information that would assist in assignment; i.e., currently receiving treatment from an outside specialist, etc.)			
Signature of Scorer:		Title of Scorer:	Date:

MEDICAL (M) NEEDS

To ensure the continuing good health of the offender, it is necessary that regularly scheduled physical examinations be performed of all offenders as well as periodic medical assessments as necessary. Where such assessments would indicate a change in the offender's need for medical treatment, the score assigned in the Medical Care Treatment Needs section of the RCA, and the RCA Summary Sheet, is to be revised accordingly. The offender's medical care treatment needs is the highest concern of the department.

- **REASSESSMENT OF THE MEDICAL (M) NEEDS:** The reassessment of the M-Score is to occur during the offender's scheduled review or when a change in the offender's health would indicate a revision is necessary in the M-Score.
- **MEDICAL NEEDS (M) SCORING:** The M-Score section of the RCA will be based upon the following:

Where no change is indicated in the M-Score, the Authorized Manual User shall enter the date of the review on the RCA and shall carry forward the last ICA/RCA entry.

Where an M-Score change is indicated, a physician will rate the change and sign the Medical Needs Assessment. A comment section may be used by the physician to explain more fully the subject's medical status.

A revision of the RCA face sheet will be made by the Authorized Manual User noting the change in the M-Score. A chronological entry shall be made of the revision and appropriate classification action will be taken. The M-Score component of the RCA will be changed in the Department's Information Systems, currently OP-II.

SOURCE DOCUMENTS: The health care report and M-Score sheet signed by a physician shall be maintained as a permanent part of the offender classification record.

➤ **RESTRICTED (R) AND UNRESTRICTED (U):** Special restrictions are noted in this section. These deal with ambulatory, perceptual and health related restrictions. They help to ensure that the most appropriate institutional assignment is made.

M-SCORE - RECLASSIFICATION INSTRUCTIONS

Throughout the offender's institutional assignment, the level of medical treatment required will change. It is essential that the offender's medical needs be reviewed at the time of his/her regularly scheduled physical examination, as well as when indicated by changes in his/her health.

RCA – MENTAL HEALTH (MH) NEEDS		
Name:	Register Number:	Date of Birth:
INSTRUCTIONS: "X" appropriate level and enter MH-Score		
MH-5 Severe Functional Impairment Due to Mental Health Disorder (To be completed by Qualified Mental Health Professional)		
Offender requires intensive psychiatric treatment at the Biggs Correctional Unit (BTCU) or Corrections Treatment Center (CTC), or , Offender requires frequent mental health contacts, psychotropic medications and a structured living unit in a correctional institution All clinical criteria below must apply: <ul style="list-style-type: none"> ▪ Offender's current mental status shows severe impairment in reality testing ability due to psychosis, major affective disorder, organic cognitive disorder and/or severe borderline disorder, ▪ Offender is imminently dangerous to self or others as a result of a mental disorder, and, ▪ Offender's mental disorder requires psychotropic medication (although may refuse to take it) 		
MH-4 Serious Functional Impairment Due to a Mental Disorder (To be completed by Qualified Mental Health Professional)		
Offender requires intensive or long-term inpatient or residential psychiatric treatment at the Social Rehabilitation Unit (SRU), Corrections Treatment Center (CTC) or Women's Social Rehabilitation Unit (WSRU) or , Offender requires frequent psychological contacts and psychotropic medications to be maintained in a general population setting All clinical criteria below must apply: <ul style="list-style-type: none"> ▪ Offender's current mental status shows impairment in reality testing ability due to psychosis, major affective disorder or organic cognitive disorder and/or severe borderline disorder, ▪ Offender is gravely psychologically disabled due to a mental disorder or mental retardation, ▪ Offender is not imminently dangerous to self or others as a result of a mental disorder, and, ▪ Offender's mental disorder requires psychotropic medication (although may refuse to take it) 		
MH-3 Moderate Level of Mental Health Treatment Needs (To be completed by Qualified Mental Health Professional)		
Offender requires regular psychological services and/or psychotropic medication in a general population setting All clinical criteria below must apply: <ul style="list-style-type: none"> ▪ Offender's current mental status does not show any impairment in reality testing ability, ▪ Offender is not imminently dangerous or gravely disabled due to their mental disorder, and, ▪ Offender's mental disorder requires psychotropic medication (although may refuse to take it) 		
MH-2 Mild Level of Mental Health Treatment Needs (To be completed by Qualified Mental Health Professional or Authorized Manual User)		
Offender may benefit from brief episodes of counseling or psychotherapy. Offender can be maintained in a general population setting. Clinical Criteria ("X" all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Offender experiences mild or minor mental disorder symptoms that can be treated with psychological interventions <input type="checkbox"/> Offender's social history contains evidence of a suicide attempt or psychiatric hospitalization within the last 1 year 		
MH-1 No Current Mental Health Treatment Needs (To be completed by Qualified Mental Health Professional or Authorized Manual User)		
Offender does not require any routine mental health services. Offender is not requesting any mental health treatment. Offender can be maintained in general population setting. Clinical Criteria ("X" all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Offender is not seeking mental health treatment <input type="checkbox"/> Offender's social history does not contain evidence of suicide attempt or psychiatric hospitalization within the last 1 year 		
		MH-SCORE

Signature of Scorer:	Title of Scorer:	Date:
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SCORE REVISION GUIDELINES - (MH) NEEDS

- **ANY MH SCORE to MH-5:** Any offender who meets the clinical criteria for MH-5 and is transferred to BCTU or assigned to a structured living unit can be upgraded to a MH-5 from any MH score.
- **MH-5 to MH-4:** Serious functional impairment due to mental disorder that does not require BCTU assignment.
- **MH-3 to MH-4:** Since this reclassification change reflects that an offender has stopped taking their psychotropic medications and will be transferred to another institution that serves higher mental health treatment needs, the clinical criteria of the MH-4 should be met for 30 days before the MH-3 offender can be reclassified and transferred.
- **MH-1 or 2 to MH-3:** The offender is classified as a MH-1 or 2, but current mental disorder symptoms and signs require a transfer to an institution that serves higher mental health needs for psychiatric evaluation.
- **MH-4 to MH-3:** The offender has shown at least 90 days of mental status and behavioral stability with or without psychotropic medications.
- **MH-1 to MH-2:** The offender requests and requires psychological treatment for a mild, situational produced mental disorder.
- **MH-3 to MH-2:** Offender at MH-3 has maintained 60 days of adequate mental status and behavioral stability without psychotropic medications, although may have required psychotherapy or counseling.
- **MH-2 to MH-1:** The offender has shown at least six months of behavioral and mental stability at MH-2 without psychological intervention and has not attempted suicide or received psychiatric hospitalization within the past year.

MENTAL HEALTH (MH) NEEDS SCORE

To ensure the emotional stability of the offender, psychological and psychiatric services are available as needed. An assessment of the offender's psychological status is to be performed regularly to ensure that he/she is provided appropriate treatment services. Where such assessments would indicate a change in the offender's need for mental health treatment, the score assigned in the Mental Health Needs component of the RCA and the RCA Summary Sheet are to be revised accordingly. Only medical care treatment needs supersedes mental health treatment concerns.

- **REASSESSMENT OF THE MENTAL HEALTH (MH) NEEDS SCORE:** The reassessment of the MH-Score is to occur during the offender's scheduled review or where a change in the offender's psychological status would indicate a revision in the MH-Score is necessary.
- **SCHEDULED REVIEW:** At the time of the offender's scheduled review, the Authorized Manual User shall review classification material including any mental health reports and special incident reports and shall, if it appears necessary, contact the mental health professional for treatment recommendations.
- **DETERMINATION OF MH SCORES 1 AND 2:** The determination of MH scores 1 and 2 may be made by an Authorized Manual User or Qualified Mental Health Professional (QMHP). These scores will be based on observations, offender/staff interviews, file information and/or testing results.

OBSERVATION: It is the responsibility of the Authorized Manual User or Qualified Mental Health Professional to review file information and observe the behavior of offenders under his authority. Staff observations of individual offender behavior shall aid in the determination of the score process and should

include the following: interpersonal relationships, social functioning and adjustment to incarceration.

INTERVIEW: Interviews are one of the basic tools an Authorized Manual User or Qualified Mental Health Professional use to gather information about his caseload. Through this method, the user can make a judgment regarding case history, responses to questions and behavior during interviews. This judgment will help identify levels of psychological and social stability.

FILE INFORMATION: Recorded social data concerning the subject's past behavior will give a good informational base for the scorer. Past mental health treatment episodes are usually found in this area of examination.

TESTING: It is recognized that observation and interviews alone may not establish enough data for a proper MH scoring. An Authorized Manual User or Qualified Mental Health Professional will from time to time find it necessary to consult with a mental health staff member to establish a MH score.

Authorized Manual Users shall refer to the Mental Health Needs descriptions on the RCA MH Form for assistance in translating mental health impressions into a MH-Score of 1 or 2. It is noted that the Authorized Manual User can assign or change MH scores of 1 and 2; however, only a Qualified Mental Health Professional can lower a MH score of MH-3 or greater.

➤ **DETERMINATION OF MH-SCORE 3:** Those offenders whose behavior suggests a moderate degree of psychological disturbance shall be referred to the mental health staff. The Qualified Mental Health Professional will determine the severity of the mental disorder and will refer for a psychiatric evaluation, if necessary. The Qualified Mental Health Professional will determine the appropriate MH-Score.

INTERVIEW: Individuals referred to qualified mental health staff will be interviewed to determine the severity of the mental disorder. Staff comments will be considered and staff interview may be required for a proper evaluation of the case.

TESTING: Intellectual deficits as indicated by case history, interview and observations may require psychological testing by the psychological staff.

TEST INTERPRETATION: The qualified mental health staff shall perform All test interpretation. All test results and psychological/psychiatric evaluation reports will be maintained in the medical file.

PSYCHIATRIC REFERRAL: If warranted, the qualified mental health professional will schedule a psychiatric evaluation.

➤ **ASSIGNMENT OF MH SCORE OF 3:** A MH score of 3 can only be rated or lower by a Qualified Mental Health Professional (QMHP).

The Qualified Mental Health Professional will provide casework staff with a signed MH-Score sheet indicating justification. The Authorized Manual User will record these scores on the face sheet and maintain the MH score sheet in the classification file. If required due to mental health treatment needs, the Authorized Manual User will make a transfer request.

➤ **DETERMINATION OF MH SCORES 4 AND 5:** Those offenders whose behavior would indicate a serious or severe mental disorder that requires immediate attention shall be referred to the mental health staff. If the institutional mental health professional is a QMHP, this person will determine the appropriate MH-Score.

INTERVIEW: Individuals referred to the mental health staff will be interviewed to determine the severity of the mental disorder.

Those offenders whose behavior would suggest a moderate degree of psychological disturbance shall be referred to the mental health staff. They will determine the severity of the mental disorder and, if necessary, will refer for a psychiatric evaluation.

TEST INTERPRETATION: The qualified mental health staff shall perform All test interpretation. All test results and psychological/psychiatric evaluation reports will be maintained in the medical file.

PSYCHIATRIC REFERRAL: If warranted, the qualified mental health professional will schedule a psychiatric evaluation.

➤ **ASSIGNMENT OF MH SCORES 4 AND 5:** A MH score of 4 or 5 can only be rated or lowered by a Qualified Mental Health Professional.

The Qualified Mental Health Professional will provide casework staff with a signed MH-Score sheet indicating justification and treatment needs. The Authorized Manual User or designee will record these scores on the face sheet and maintain the MH score sheet in the classification file.

➤ **JUSTIFICATION & RECOMMENDATION ON RCA SUMMARY SHEET:** Authorized Manual Users will justify scores 1 and 2 in accordance with the Mental Health Needs Code Description.

Authorized Manual Users shall recommend treatment needs for scores 3, 4 and 5 in accordance with the Qualified Mental Health Professional's recommendations and signed MH score sheets.

SOURCE DOCUMENTS: Source documents related to the MH score are to be maintained as a permanent part of the offender medical file, with summary statements/justifications being placed in the classification file.

RCA - PUBLIC RISK (P) NEEDS			
Name:		Register Number:	
		Date:	
INSTRUCTIONS: "X" appropriate level and enter the P-Score			
A. Time To Expected Release Is the offender serving a dangerous felony as described in Manual Instructions Page 19?			
If YES , score as:		If NO , score as:	
	1 – 0 to 12 Months to Serve		1 – 0 to 12 Months to Serve
	2 – 1 to 3 Years to Serve		2 – 1 to 3 Years to Serve
	3 – 3 to 4 Years to Serve		3 – 3 to 5 Years to Serve
	4 – 4 to 5 Years to Serve		4 – 5 to 8 Years to Serve
	5 – 5 + Years to Serve		5 – 8 + Years to Serve
2 – Long Term Drug Treatment Referral By The Court According to 217.362 RSMo			
B. Detainers, Wants, Warrants, Pending Charges, Active Probation/Parole in Violation Status			
	1 – None, Traffic		
	2 – Misdemeanor Other Than Traffic		
	3 – Class C or D Felony		
	4 – Class A or B Felony, Immigration & Naturalization Service (INS) Detainer/Ordered Deported or Excluded, Pending Sex Offense		
	5 – Dangerous Felony or Murder 1 st Degree		
C. Sex Offense			
	1 – Not Applicable		
	4 – Current Sex Offense or Board Referred for MOSOP Placement		
			P – SCORE

PUBLIC RISK NEEDS - (P)

To ensure the continued safety of the public, a reassessment of the offender's threat to the public is regularly performed. Where such assessments would indicate a change in the offender's need for supervision and custody, the score assigned in the Public Risk Assessment section of the RCA, and the RCA Summary Sheet, are to be revised accordingly. Only medical care and mental health treatment needs supersede public risk concerns.

The P-Score or the I-score, whichever is greater, determines the offender's custody score.

- **REASSESSMENT OF P-SCORE:** The reassessment of the P-Score is to occur during the offender's scheduled review (see reclassification schedule Page 6) or where a change in the offender's public risk status would indicate a revision in the P-Score is necessary.
- **SCHEDULED REVIEW:** At the time of the offender's scheduled review, the Authorized Manual User shall review the classification material, including any new sentencing information, probation and parole notices, etc.

Where no change is indicated in the P-Score, the Authorized Manual User shall enter the date of the review on the RCA and shall carry forward the last ICA/RCA entry.

Where a P-Score change is indicated, the Authorized Manual User shall complete a new P-Score scoring sheet and revise the RCA Summary Sheet. It is the responsibility of the Authorized Manual User to justify P scores and to make a chronological entry of the revision.

- **PERIODIC ASSESSMENTS:** As needed, casework staff will periodically assess the offender to determine any changes in his/her public risk status.

Records office staff will provide the Authorized Manual User with notification of any changes with reference to time or sentence structure; i.e.,

detainer activity, change in commitment status, release dates. It is the responsibility of the Authorized Manual User to revise the P-Score and RCA Summary Sheet, accordingly.

➤ **DETERMINATION OF P-SCORE:** The determination of the P-Score is to be accomplished by the Authorized Manual User. The assignment of P-Scores will be primarily based upon the results of a review of all file material and the offender interview. The Authorized Manual User will score the components of the P-Score as follows:

➤ **TIME TO EXPECTED RELEASE:** This component of the P-Score shall be scored by determining the length of time remaining to expected release utilizing the presumptive parole date, conditional release date or, if no conditional release date exists, the maximum release date of the controlling sentence, whichever is earliest. There are two separate “time to release” scales for this component of the P-Score.

Offenders currently serving sentences for Murder 1st Degree or a dangerous felony defined as:

Abuse of a Child (where death occurs as a result of injuries)

Arson 1st Degree

Assault 1st Degree

Assault 1st Degree Domestic

Assault 1st Degree of a Law Enforcement Officer

Elder Abuse 1st Degree

Kidnapping

Murder 2nd Degree

Rape

Rape, Attempted Forcible

Rape, Forcible

Rape, Statutory (child less than 12 years of age)

Rape, Statutory 1st Degree (child less than 12 years of age)

Robbery 1st Degree

Sodomy

Sodomy, Attempted Forcible

Sodomy, Forcible

Sodomy, Statutory (child less than 12 years of age)

Sodomy, Statutory 1st Degree (child less than 12 years of age)

will be scored as “YES” in Section A of the Time to Expected Release component.

It is the responsibility of the authorized manual user to review all file information and/or offender interview to determine whether:

Abuse of a Child (where death occurs as a result of injuries)

Rape, Statutory (child less than 12 years of age)

Rape, Statutory 1st Degree (child less than 12 years of age)

Sodomy, Statutory (child less than 12 years of age)

Sodomy, Statutory 1st Degree (child less than 12 years of age)

are dangerous felonies as described above.

Offenders who are not serving a dangerous felony or Murder 1st Degree will be scored as a “NO” in Section A of the Time to Expected Release component.

NOTE: If the offender has a dangerous felony (described above) on the Face Sheet, the offender will be scored as a “Yes” in Section A of the Public Risk component. This even applies to an offender that is not required to serve a minimum sentence per statute; i.e., the offender was sentenced prior to enactment of 556.061 RSMo on August 8, 1994, as well as offenders who have

received a Conditional Release (CR) Deferred on the dangerous felony indicated on the Face Sheet.

The **only exception** to this will be an offender that has completed the dangerous felony sentence shown on the Face Sheet; i.e., discharged, Director's Release, Reversed & Remanded, or is on probationary status for the offense, etc.

OFFENDERS SENTENCED FOR AN OFFENSE IN ANOTHER STATE OR THE FEDERAL BUREAU OF PRISONS: If the offender has been sentenced for an offense in another state or the Federal Bureau of Prisons, the length of the sentence received must be considered in determining the "Time to Expected Release" component of the P-Score. Concurrent sentences are adjusted for the length of the sentence imposed unless an expected release date is known, at which time release date is utilized. Consecutive sentences are added to the offender's expected release date. An expected release date will be utilized, if known,

For example, an offender has 4 years remaining until release and has a 2-year concurrent sentence in another state. There would be no impact on the "Time to Release" scoring as the 2-year sentence is not greater than the 4 years remaining to release.

For example, an offender has 4 years remaining until release and receives a 10-year concurrent sentence from another state. The impact on the "time to Release" scoring would be as follows: since the 10 year sentence is greater than the 4 years remaining to release, the offender's P-Score would be P-5 due to the 10 year concurrent sentence from the other state. If a release date is known on the other state's sentences, that date may be utilized and it would result in using the Missouri sentencing time or the other state's release date, whichever is greater.

For example, an offender has 4 years remaining until release and the offender receives a 3-year consecutive sentence from the Federal Bureau of Prisons. These 3 years would be added to the 4 years remaining to release, resulting in “7 years to release” when determining the P-Score. As in Paragraph b above, if an outdate is known, the time to be served on the consecutive sentence is added to the time to serve in Missouri to determine the Time to Expected Release component.

OFFENDERS ORDERED BY COURT TO PARTICIPATE IN LONG TERM DRUG PROGRAM ACCORDING TO 217.362 RSMo: Any offender ordered by the court to participate in the Long Term Drug Program according to statute 217.362 RSMo will be scored as P-2 regardless of time expected to release.

➤ **DETAINERS, WANTS, WARRANTS, PENDING CHARGES OR ACTIVE PROBATION/PAROLE IN VIOLATION STATUS:** This component of the P-Score shall be scored relative to any outstanding misdemeanor or class of felony detainer, want, warrant, pending charge or active probation/parole in violation status.

➤ **SEX OFFENSE:** This section of the P component is scored based upon the offenses in the current sentence structure containing a sex offense as defined by MOSOP mandate or if the offender has been referred to/by the Board for MOSOP placement for an offense that is not defined as a sex offense. **NOTE:** If the offender was originally referred to the Board for MOSOP consideration for an offense not defined as a sex offense but the Board does not recommend MOSOP, this section of the P-Score component will be scored as not applicable (NA).

An offender will continue to be scored as a P-4 even if the sex offense has been completed or discharged and the offender is serving other sentences on the current sentence structure.

An exception is made if the current sentence status indicates a felony sex offense on "Reverse & Remand" or "probationary" status and the offender is NOT in violation of the probation.

➤ **ASSIGNMENT OF P-SCORE:** The Authorized Manual User will mark the appropriate P-Score component on the P-Score worksheet in conjunction with file information. The highest point score noted represents the Public Risk Score of the offender.

➤ **RCA SUMMARY SHEET:** Authorized Manual Users shall mark the appropriate P-Score from the P-Score worksheet and provide a brief explanation of the P-Score assignment; i.e., felony detainer, conditional release date, etc.

SOURCE DOCUMENTS: Source documents related to the P-Score are maintained as a permanent part of the offender classification file. Source documents will include, but not be limited to, the following:

1. Face sheet
2. Data with release information, probation and parole reports
3. Missouri State Highway Patrol/National Crime Information Center Reports
4. Pre-sentence Investigation
5. Sentence & Judgment reports

Name: _____

Register Number:

Date:

INSTRUCTIONS: "X" appropriate level and enter I-Score.

I-1

Acceptable institutional adjustment @ I-1

Continued conduct violations @ I-1

Six (6) months acceptable adjustment @ I-2

1-2

Six (6) months acceptable adjustment @I-3

Accumulation of conduct violations @ I-1

Major conduct violation @ C-1

Continued conduct violations @ I-2

Attempted perimeter escape – Serious from _____ on _____
(Institution & Custody Level) (Date)

1-3

Six (6) months acceptable adjustment @ I-4

Continued conduct violations @ I-3

Accumulation of conduct violations @ I-2

Major conduct violation @ C-2

Escape from city or county jail (Less than 24 months served)

Attempted perimeter escape – Serious from _____ on _____
(Institution & Custody Level) (Date)

I-4

Twelve (12) months acceptable adjustment @ I-5

Continued conduct violations @ I-4

Conduct Violation #2 for assault on another offender @ a C-3 or lower facility

Accumulation of conduct violations @ I-3

Major conduct violation @ C-3

Attempted perimeter escape – Serious from _____ on _____
(Institution & Custody Level) (Date)

1-5

Continued conduct violations @ I-5

Major conduct violation @ C-4 or C-5

Accumulation of conduct violations @ I-4

Conduct Violation #1 – Murder

Conduct Violation #2 for assault on staff

Perimeter escape (current sentence)

Community Release Center escape (current sentence)

Attempted perimeter escape – Serious from _____ on _____
(Institution & Custody Level) (Date)

I – SCORE

INSTITUTIONAL RISK NEEDS - (I)

To ensure the continued safety of all offenders and staff, a reassessment is regularly performed to determine the risk the offender poses for the institution. When these assessments indicate a change, a new Institutional Risk scoring sheet and an RCA Summary Sheet need to be completed. Only medical care, mental health and public risk concerns supersede the institutional risk needs.

The P-Score or the I-Score, whichever is greater, determines the offender's custody score.

➤ **REASSESSMENT OF THE INSTITUTIONAL RISK SCORE (I):** The reassessment of the I-Score is to occur during the offender's scheduled review or where a change in the offender's adjustment would indicate a revision in the I-Score is necessary.

➤ **SCHEDULED REVIEW:** At the time of the offender's scheduled review, the Authorized Manual User shall review classification material, including conduct violation and special incident reports.

Where no change is indicated in the I-Score, the Authorized Manual User shall enter the date of the review on the RCA and shall carry forward the last ICA/RCA entry.

Where an I-Score change is indicated, the Authorized Manual User shall complete a new I-Score scoring sheet and revise the RCA. It is the responsibility of the Authorized Manual User to justify and indicate recommendations for the I-Score and to make a chronological entry of the revision.

➤ **PERIODIC ASSESSMENTS:** As necessary, the offender will be periodically assessed by the Authorized Manual User to determine the institutional risk score based upon changes in the offender's behavior.

It is the responsibility of the Authorized Manual User to prepare an I-Score score sheet, revise the RCA and provide justification and recommendations

indicated. A chronological entry is to be made of the revision and appropriate classification action taken.

I-SCORE RECLASSIFICATION INSTRUCTIONS

➤ **DETERMINING THE I-SCORE:** The I-Score sheet shall be scored as follows:

➤ **INSTITUTIONAL ADJUSTMENT:** This section of the I-Score component shall be scored based upon the offender's institutional adjustment. The following definitions are applicable:

➤ **ACCEPTABLE INSTITUTIONAL ADJUSTMENT:** Zero to two minor conduct violations in a six-month period for I-1 through I-4. Zero to four minor conduct violations in a twelve-month period for **C-5**.

➤ **CONTINUED CONDUCT VIOLATIONS:** Three to five minor conduct violations in a six-month period for I-1 through I-4. Five to eleven conduct violations in a twelve-month period for **C-5**.

➤ **ACCUMULATION OF CONDUCT VIOLATIONS:** Six or more conduct violations in a six-month period for **I-1** through **I-4** offenders **who are C-4 or lower. Twelve or more conduct violations in a twelve-month period for I-1 through I-4 offenders who are C-5.**

➤ **MAJOR CONDUCT VIOLATIONS:** Major conduct violations are defined in IS19-1.1, Conduct Rules & Sanctions, and in the Offender Rulebook. Escape scoring is detailed below.

A Conduct Violation #1 for murder is scored I-5.

A Conduct Violation #2 for assault on another offender occurring at a C-3 or lower facility is scored I-4.

A Conduct Violation #2 for assault on staff is scored I-5.

➤ **ESCAPE DEFINITIONS:**

PERIMETER ESCAPE: A perimeter escape occurs any time an offender without authorization leaves a defined area (i.e., the security perimeter or grounds of an institutional treatment center or correctional center), or escapes while on institutional work release assignment, or escapes while being transported under DOC escort to a hospital or court, or from direct supervision.

Any offender who has had a perimeter escape occurring during the current sentence structure will be scored I-5 for the duration of the sentence structure.

COMMUNITY RELEASE CENTER ESCAPE: Any time an offender assigned to a community release center and is housed in administrative segregation confinement leaves the grounds of a community release center without authorization or while under escort or supervision while in restraints and leaves the control of departmental staff, will be scored as I-5.

Subsequently, with acceptable adjustment the offender will be eligible for custody reductions at each successive review.

ATTEMPTED PERIMETER ESCAPE: Depending upon the circumstances of the attempt, there are two means of scoring an attempted escape violation occurring on the current sentence structure:

SERIOUS ATTEMPTED PERIMETER ESCAPE: An offender who receives a Conduct Violation #4-Escape or Attempted Escape, in which the circumstances are such that the offender made a physical attempt to escape. This includes but is not limited to scaling a perimeter fence, cutting the bars and attempting to escape while being transported under DOC escort to a hospital or court or from direct supervision.

An offender who has been found guilty of a Conduct Violation #4-Attempted Escape which has been determined to be a serious attempted escape violation will be scored I-5. Furthermore, the offender will not be eligible for an I-Score reduction for a period of 60 months incarceration from the date the attempt

occurred. After the 60-month incarceration waiting period the offender is subsequently eligible for a possible reduction of the offender's I-Score; however, the I-Score can never be lower than the custody level of the institution from which the attempted escape occurred.

NON-SERIOUS ATTEMPTED PERIMETER ESCAPE: An offender who receives a Conduct Violation #4-Escape or Attempted Escape, in which the circumstances are such that the offender did not make an obvious physical attempt to escape. This includes but is not limited to the offender verbally indicating they are planning to escape, the offender having possession of written communications, drawings, paraphernalia, etc.

A Conduct Violation #4 for Attempted Escape determined to be non-serious, will be scored as a Major Conduct Violation.

If questions arise regarding the distinction between a serious and non-serious attempted perimeter escape, CTA should be utilized as a resource in clarifying the distinction between the two.

CITY/COUNTY JAIL ESCAPE: This section is scored for those city/county jail escape CONVICTIONS occurring since the most recent Missouri DOC incarceration or for those offenders serving their first Missouri Department of Corrections incarceration. This includes convictions for escaping from a law enforcement officer during the course of an arrest or aiding a county jail escape. City/county jail escapes are scored as I-3.

An offender who receives a conviction for a city/county jail escape is restricted to a minimum score of I-3 for a period of 24 months of incarceration. Following this 24-month period of incarceration this restriction is removed and the offender is scored accordingly.

➤ **RCA SUMMARY SHEET:** The Authorized Manual User will indicate the I score and enter such on the summary sheet. The Authorized Manual User will also fill in areas of justification and recommendation.

SOURCE DOCUMENTS: Source documents shall be maintained as part of the offender's permanent file. Source documents will include, but not limited to, the following:

1. Conduct violations
2. Staff memorandums

RCA – EDUCATIONAL (E) NEEDS

Name:	Register Number:	Date:
INSTRUCTIONS: "X" appropriate level and enter E-Score.		
NOTE: The lowest score in reading or math determines the E-Score.		
E-5 – SEVERE EDUCATIONAL IMPAIRMENT		
▪ Reading or Math Level of 0.0 to 3.9		
E-4 – MODERATE EDUCATIONAL IMPAIRMENT		
▪ Reading or Math Level of 4.0 TO 5.9		
E-3 – MILD EDUCATIONAL IMPAIRMENT		
▪ Reading or Math Level of 6.0 TO 8.9		
E-2 – MINIMAL EDUCATIONAL IMPAIRMENT		
▪ Reading or Math Level of 9.0 +		
E-1 – EDUCATIONALLY PREPARED		
▪ Verified High School Diploma/GED Certificate/Special or Exceptional Diplomas (Not Accepted are: Attendance Diplomas or Certificates, etc. from accredited or non-accredited schools)		
		E – SCORE
* If special needs are indicated, choose appropriate handicapping condition:		
DB Deaf/Blind	LI Language/Speech Impairment	
ED Emotionally Disturbed	OHI Other Health Impairment	
MR Mentally Retarded	OI Orthopedic Impairment	
MD Multiple Disabilities	SV Speech/Voice	
HI Hearing Impaired/Deafness	TBI Traumatic Brain Injury	
LD LEARNING DISABILITY	VI Visually Impaired/Blindness	
SSD Sound System Disorder (Articulation and/or Phonology)	SF Speech Fluency	
		HANDICAPPING CONDITIONS
Justification:		
Recommendation:		
Authorized by Education Supervisor (Signature):		

EDUCATIONAL NEEDS - (E)

To ensure that offenders demonstrating educational deficiencies are identified to participate in appropriate educational programs, educational assessment is periodically reviewed. The result of the educational assessment made by the education supervisor at the assigned institution is to be recorded on the RCA of the offender and is to be a consideration in the determination of the institutional adjustment.

Each offender is to be provided an E-Score, recorded on the RCA and in accordance with Educational Needs Score Descriptions. An institutional assignment will not be made before completion of the E-Score on the RCA.

➤ **DETERMINATION OF E-SCORE:** The determination of the E-Score is to be accomplished by the facility's education supervisor. The assignment of E-Scores will be primarily based upon the results of testing and prior/present educational achievement.

INTERVIEW: The education supervisor will review each offender's educational file before providing the classification personnel with an updated E score.

➤ **ASSIGNMENT OF E-SCORE:** The institutional education supervisor will provide the institutional classification staff with the RCA E-Score for the immediate update of the E-Score. The Authorized Manual User is to immediately enter the appropriate E-Score based upon the recommendation of the education supervisor.

EDUCATION (E) NEEDS CODE DESCRIPTIONS

E-5 Severe educational impairment, including: those offenders educationally functioning between zero and 3.9 on reading or math level and/or diagnosed as having special needs.

E-4 Moderate educational impairment, including: those offenders educationally functioning at or between 4.0 and 5.9 on reading or math level and/or diagnosed as having special needs.

E-3 Mild educational impairment, including: those offenders educationally functioning at or between 6.0 and 8.9 on reading or math level and/or diagnosed as having special needs.

E-2 Minimal educational impairment, including: those offenders educationally functioning at 9.0 or greater on reading or math level and/or diagnosed as having special needs.

E-1 Educationally prepared: those offenders having a verified high school diploma or a GED certificate or special or exceptional diploma. NOT ACCEPTED are attendance diplomas or certificates from accredited, credited or non-accredited schools instead of the actual high school diploma or GED certificate verification.

RCA – VOCATIONAL (V) NEEDS		
Name:	Register Number:	Date:
INSTRUCTIONS: “X” appropriate level and enter V-Score.		
V-5 – No Work History		
<ul style="list-style-type: none"> ▪ ICA V-5 Classification ▪ No change in status 		
V-4 – Unskilled		
<ul style="list-style-type: none"> ▪ ICA V-5 Classification ▪ Has completed 25% of the competencies in a DOC or contracted vocational education program 		
V-3 – Low Skilled		
<ul style="list-style-type: none"> ▪ ICA V-5 or V-4 Classification ▪ Has completed at least 50% of the competencies in a DOC or contracted vocational education program 		
V-2 – Semi-Skilled		
<ul style="list-style-type: none"> ▪ ICA V-5, V-4 or V-3 Classification ▪ Has completed at least 75% of the competencies in a DOC or contracted vocational education program 		
V-1 – Skilled		
<ul style="list-style-type: none"> ▪ ICA V-5, V-4, V-3 or V-2 Classification ▪ Has completed 100% of the competencies in a DOC vocational program or has successfully completed a contracted vocational education program ▪ Verified certification or graduation from college or vocational training program 		
		V – SCORE
Justification:		
Recommendation:		
Authorized By Vocational Supervisor (Signature):		

VOCATIONAL (V) NEEDS

When an offender exits a vocational education program, the vocational education supervisor will initiate a review of the offender's V score. If the V score needs to be changed in accordance with Vocational Education Code Descriptions for the RCA, the vocational education supervisor will notify the Authorized Manual User by the RCA Vocational Education Code V Form. Upon receipt of this form, the Authorized Manual User will make the necessary changes on the reclassification cover page indicating the date of the change as well.

Each offender is to be provided a V score, recorded on the RCA and in accordance with the Vocational Education Needs Descriptions for RCA. An institutional job assignment will not be made before completion of the V-Score on the RCA.

➤ **DETERMINATION OF V SCORE:** The determination of the V-Score is to be accomplished by the facility's vocational education supervisor. The assignment of a V score will be based on accomplishments in the vocational program and verification of training completion.

COMPLETION OF PROGRAM: When an offender exits a vocational program, the percentage of program completed will be noted. If progress has been made in accordance with the Code V Description for an RCA, the vocational education supervisor shall initiate a reclassification of the V score.

INTERVIEW: An exit interview may be held with the offender to determine advancement and completion of a program or a portion thereof. However, this may not be necessary if a vocational supervisor is present to verify completion or document length of tenure in the program.

- **ASSIGNMENT OF V-SCORE:** As a result of completion of the required modules of a vocational education program, a V score will be assigned along with recommendations.
- **JUSTIFICATION:** The Authorized Manual User must justify the V score assigned on the RCA in accordance with information provided by the vocational education supervisor.
- **RECOMMENDATION:** Brief descriptions of the indicated recommendations are to be entered by the Authorized Manual User on the RCA under the "Recommendation" category. The vocational education unit will provide information needed to enter "Recommendation".
- **RCA ENTRY:** A brief explanation of the V score assigned is to be provided using the RCA Vocational Form.

SOURCE DOCUMENTS: The source documents related to the V score are to be maintained as a permanent part of the offender's classification file. This includes the RCA Vocational Form signed by the vocational education supervisor. Relevant information must be made available to vocational educational supervisors upon request.

RCA – RECLASSIFICATION ANALYSIS			
Name:		Register Number:	Date:
		JUSTIFICATION	RECOMMENDATION
M – MEDICAL NEEDS	<input type="checkbox"/> 1		
	<input type="checkbox"/> 2		
	<input type="checkbox"/> 3		
	<input type="checkbox"/> 4		
	<input type="checkbox"/> 5		
MH – MENTAL HEALTH NEEDS	<input type="checkbox"/> 1		
	<input type="checkbox"/> 2		
	<input type="checkbox"/> 3		
	<input type="checkbox"/> 4		
	<input type="checkbox"/> 5		
P – PUBLIC RISK NEEDS	<input type="checkbox"/> 1		
	<input type="checkbox"/> 2		
	<input type="checkbox"/> 3		
	<input type="checkbox"/> 4		
	<input type="checkbox"/> 5		
I – INSTITUTIONAL RISK NEEDS	<input type="checkbox"/> 1		
	<input type="checkbox"/> 2		
	<input type="checkbox"/> 3		
	<input type="checkbox"/> 4		
	<input type="checkbox"/> 5		
E – EDUCATIONAL NEEDS:	<input type="checkbox"/> 1		
	<input type="checkbox"/> 2		
	<input type="checkbox"/> 3		
	<input type="checkbox"/> 4		
	<input type="checkbox"/> 5		
V – VOCATIONAL NEEDS:	<input type="checkbox"/> 1		
	<input type="checkbox"/> 2		
	<input type="checkbox"/> 3		
	<input type="checkbox"/> 4		
	<input type="checkbox"/> 5		
MOSOP Completed: <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes (If yes, date completed: _____)		SUBSTANCE ABUSE ASSESSMENT SCORE	
Emergency Address Verification: <input type="checkbox"/> Change <input type="checkbox"/> No Change			
		CUSTODY LEVEL	
Override Requested: <input type="checkbox"/> NO <input type="checkbox"/> YES (IF YES, EXPLAIN)			
Override Approved by: _____ Custody Level With Override: _____ <div style="text-align: center; font-size: small;">DAI Director, CTA Manager or Designee</div>			
Comments:			
Offender Signature:		Offender Register Number:	
Scorer – Authorized Manual User:			

Reviewer – Unit Manager, CCW/II or Designee:	Date:
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SUMMARY SHEET

The RCA Summary Sheet is the first sheet of the RCA packet. Its purpose is to provide a quick review of the individual scores of each component contained within the RCA packet, a concise justification of each score given and a recommendation for each component. The RCA Summary Sheet is the last segment of the RCA completed but the first sheet of the RCA packet and it is the sheet reviewed with the offender. Once the Authorized Manual User has reviewed the RCA with the offender, informing the offender of his/her overall classification analysis, the offender signs the summary sheet indicating his/her review and awareness of their classification scores. Following is a guide for each entry made on the summary sheet:

- **IDENTIFICATION/DATE LINE:** Authorized Manual User enters the offender's name, number and date. The date indicates that the information on the summary sheet is applicable up to that date.
- **MEDICAL (M) NEEDS:** Authorized Manual User shall mark the M score that has been provided by the medical services staff on the Medical Needs Assessment Sheet. Authorized Manual Users will never, under any circumstances, self-score this component.

JUSTIFICATION: Authorized Manual Users shall justify this score as concisely as possible on the basis of information provided by the health care professionals.

RECOMMENDATION: Authorized Manual Users shall recommend as concisely as possible in accordance with the recommendations provided by the health care professionals.

- **MENTAL HEALTH (MH) NEEDS:** Authorized Manual Users shall record scores 1 and 2 in accordance with the score given on the individual MH sheet.

RCA scores 3, 4 and 5 shall be recorded in accordance with the score provided by a Qualified Mental Health Professional. Authorized Manual Users should check for signature of a Qualified Mental Health Professional before giving validity to scores 3, 4 and 5.

Authorized Manual Users will never, under any circumstances, self-score 3, 4 or 5.

JUSTIFICATION: Authorized Manual Users shall justify as concisely as possible, scores 1 and 2.

Authorized Manual Users shall justify as concisely as possible scores 3, 4 and 5 on basis of the Qualified Mental Health Professional's evaluation.

RECOMMENDATIONS: Authorized Manual Users shall make recommendations, as concisely as possible, regarding scores 1 and 2.

Regarding scores 3, 4 and 5, Authorized Manual Users shall make recommendations, as concisely as possible, on basis of the Qualified Mental Health Professional's recommendations.

➤ **PUBLIC RISK (P) NEEDS:** Authorized Manual Users shall mark the P score reflected on the Public Risk Assessment Sheet.

JUSTIFICATION: Due to the fact that the resulting P score is the highest score reflected on the Public Risk Assessment Sheet, Authorized Manual Users will be basically justifying that highest score given. However, because policy restricts assignment to certain institutions based on certain information, Authorized Manual Users should record, if applicable, the following:

Current sex offense or Board Referred to MOSOP,
Detainer, specific details,
Pending charges, specified,
Board ordered release date or maximum date, specified.

RECOMMENDATION: Authorized Manual Users shall enter, as concisely as possible, recommendations which directly relate to the justification for the P score; i.e., establishment of release date, satisfaction of detainer, etc.

➤ **INSTITUTIONAL RISK (I) NEEDS:** Authorized Manual Users shall mark the I score reflected on the Institutional Risk Assessment Sheet.

JUSTIFICATION: Due to the fact that the resulting I score is the highest score reflected on the Institutional Risk Assessment Sheet, Authorized Manual Users will be justifying the highest score given.

RECOMMENDATION: Authorized Manual Users shall enter, as concisely as possible, recommendations that directly relate to the justification for the I score. Authorized Manual Users should reflect policy in recommendations regarding improved behavior; i.e., an I-5 score justified by prosecuted assault on staff, could have as a recommendation, improved behavior or good adjustment for a period of one year.

➤ **EDUCATIONAL (E) NEEDS:** Authorized Manual Users shall mark the E score reflected on the Educational Assessment Sheet which has been scored by the facility's education supervisor on the basis of educational evaluation and consultation with educational staff.

JUSTIFICATION: Authorized Manual Users shall justify this score, as concisely as possible, based on information provided by the education professionals. Specific data, such as educational level, should be included.

RECOMMENDATION: Authorized Manual Users shall recommend, as concisely as possible, in accordance with recommendations provided by the education staff and in conjunction with resources at institutions.

➤ **VOCATIONAL NEEDS:** Authorized Manual Users shall mark the V score reflected on the Vocational Assessment Sheet which has been scored by the

facility's education supervisor on the basis of vocational evaluation and consultation with the vocational staff, file information and offender interview.

JUSTIFICATION: Authorized Manual Users shall justify this score, as concisely as possible, on the basis of information provided by the vocational evaluation, file information and offender interview.

RECOMMENDATION: Authorized Manual Users shall indicate recommendations, as concisely as possible, which directly relates to the justification.

➤ **MOSOP COMPLETED:** Authorized Manual Users shall indicate completion of MOSOP by indicating the date of program completion on the "Yes" scoring line. If the offender has not completed MOSOP the Authorized Manual User shall place an "X" on the No line. Offenders who are not required to participate in MOSOP shall be marked "NA".

➤ **SUBSTANCE ABUSE ASSESSMENT SCORE:** Authorized Manual Users shall indicate the results of the Substance Abuse Assessment by indicating the score from the scoring instrument.

➤ **EMERGENCY ADDRESS VERIFICATION:** Authorized Manual Users will verify the offender's current emergency address contact. Will indicate either no change in the current information or there has been a change in the information.

➤ **CUSTODY LEVEL:** Authorized Manual Users will assign the appropriate custody level in the space designated. The custody level of the offender will be determined using the P-Score or the I-Score, whichever is greater.

➤ **OVERRIDE REQUESTED:** When it is the Authorized Manual User's professional opinion that circumstances allow for or require special assignment consideration, the user will enter comments, recommendation and justification in the Override Requested Section of the RCA Summary Sheet. Designated

administrative staff shall review the comments/recommendations and indicate approval or denial by signature. Following are some of the classification decisions that may be referred to administrative staff for override review and authorization:

- To allow assignment to treatment programs.
- To place an offender in a specific mental health program; i.e., SRU, CTC, etc.
- Offenders who have received conduct violations which resulted in an elevation of the I-Score and C-Score. This would be based on the non-serious nature of the conduct violation and would result in the I-Score being overridden to remain the same I-Score before the conduct violations.
- Other special needs that cannot be accurately reflected on the RCA instrument.

➤ **COMMENTS:** This section of the summary sheet is provided for any information that the Authorized Manual User feels may be pertinent to the RCA.

➤ **SIGNATURE LINES:** Once the Authorized Manual User has reviewed the RCA with the offender, the offender will indicate it by his/her signature and number in the designated space. The Authorized Manual User that proposes and reviews the RCA with the offender indicates responsibility for completion of the instrument by their signature and title. The administrative staff, (FUM or CCW/II or designee), responsible for file review will indicate that the file has been reviewed by placing their signature on the RCA Summary Sheet.

TRANSFER FORMAT

REQUEST FOR TRANSFER: Shall include custody level requested and institution. The institution requested is optional.

REASON FOR TRANSFER: Shall include concise rationale for transfer. A summary of subject's adjustment at the recommending institution should also be included in this section.

PREVIOUS INSTITUTIONAL ASSIGNMENTS: Shall include all institutional assignments from initial reception at a diagnostic center through current assignment.

DATE	INSTITUTION	ADJUSTMENT
Date of Assignment	Housing Facility	Brief description regarding behavior and reason for transfer, if applicable

ESCAPES: Listing of escapes, including year and facility. Sentence, if involved, and commutation date.

SEX OFFENSES: Prosecuted offense, sentence length and commutation date.

DETAINERS/HOLDS: Date of NCIC/Mules run. Listing of wants, warrants, pending charges and filed Detainers or holds. Also to be used for out of state concurrent or consecutive sentences and paroles.

RCA SCORES: M____ MH____ P____ I____ E____ = C____

INTERNAL CLASSIFICATION:

PHYSICAL RESTRICTIONS (Including Any Handicaps):

Written by: _____ Date: _____
(Signature/Typed)

Approved by: _____ Date: _____
Functional Unit Manager

Approved by: _____ Date: _____
Chief Classification Supervisor or Designee

Approved by: _____ Date: _____
Institution Head or Designee

Approved by: _____ Date: _____
Central Transfer Authority

TRANSFER FORMAT

The department has recognized the need for a standardized Reclassification Transfer Request. A format has been developed to ensure concise and accurate information and at the same time reduce classification staff preparation time.

PREPARATION: The Reclassification Transfer Format and current RCA, within the last thirty days, will be prepared and submitted to the CTA Office whenever a request for transfer is requested by the institution and classification scores support the request. The transfer request will be prepared by the classification section and will bear the signature of the writer of the transfer, chief classification supervisor and institution superintendent or designee. A signature line will be provided for CTA to indicate approval or denial.

If the transfer request is denied, CTA will indicate and justify the denial on the Transfer Summary.

The Authorized Manual User will notify the education supervisor, except for disciplinary and crisis transfers, to prevent the offender from being transferred out of educational/vocational training program prematurely. If the offender is enrolled in an educational/vocational program, the Authorized Manual User shall indicate the date after which the transfer may occur.

CHRONOLOGICAL: The Authorized Manual User will make a chronological entry noting that the offender has been submitted for transfer consideration.

DEPARTMENTAL & INSTITUTIONAL SERVICES PROCEDURES PERTINENT TO EXTERNAL CLASSIFICATION SYSTEM

The preceding pages describe in detail the external classification procedures for the Department. In accordance with state statute and in response to the needs of the offender, the Department has established numerous offender programs that have various restrictions and eligibility criteria unique to the program. These guidelines, responsibilities, release mechanisms, etceteras are described in Departmental and Institutional Services Procedures. Thus, it is not necessary to include these procedures in the Classification Users' Manual. However, for convenience, the following is a list of procedures for programs offered by the Department that is likely to be utilized by the Authorized Manual User.

D5-1.2 Institutional Substance Abuse Treatment Program Classification System: This procedure describes the guidelines for the classification and assignment of offenders referred by the board and the court to substance abuse treatment programs within an institutional setting.

D5-4.1 Missouri Sex Offender Program (MOSOP): This procedure defines sex offenders and describes guidelines and restrictions for the MOSOP program.

D5-4.23 Post Conviction Drug Treatment Program: This procedure establishes the eligibility criteria, screening, placement and release process for the program.

D5-4.24 Long-term Court Ordered Substance Abuse Program: This procedure establishes the eligibility criteria, responsibility and release mechanisms for the LTC Program.

D5-4.25 Long-term Substance Abuse Program: This procedure describes the eligibility, screening, placement and release process for the Long-term Therapeutic Community.

D5-4.26 Offenders Under Treatment Program: This procedure establishes the eligibility, screening, placement and release process for the "OUT" Program.

D5-4.28 Regimented Discipline Program – Placement and Release Process: This procedure establishes the eligibility criteria, screening, placement and release process for the Regimented Discipline Program.

D5-4.29 Shock Incarceration Program: This procedure establishes the eligibility criteria, screening, booking, placement and release process for the Shock Incarceration Program.

IS5-2.1 Offender Initial Classification: This procedure establishes the guidelines for the initial classification of offenders committed to the department.

IS5-2.2 Offender Reclassification: This procedure establishes guidelines for reclassification of offenders.

IS12-3.1 FRDC – Biggs Correctional Treatment Unit (BCTU): This procedure ensures appropriate transfer and discharge procedures for the Corrections Treatment Unit at Biggs.

IS12-3.2 Corrections Treatment Center (CTC): This procedure establishes guidelines, admissions criteria and transfer procedures for assigning to the Corrections Treatment Center.

IS12-3.3 Social Rehabilitation Unit (SRU): This procedure establishes guidelines for the efficient operation of the Social Rehabilitation Unit (SRU).